



STATE
OF
GEORGIA

31-07
Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
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1. Application Date 11-22-71		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed DEC 10 1971 50 DEC 14 1971							
2. Agency Application No. 8		3. AGENCY, Division, Subdivision & Administering Office Address Department of Family & children Services 401 State Office Building Atlanta, Georgia 30334		4. Person to Contact Robert E. Dorn		5. Working Title Supv. of Property & Supplies		6. Tel. No. 656-4451			
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.											
8. Inclusive Dates July 1969 thru June 1970		9. EXACT SERIES TITLE Quality Control Review file A									
10. What function performed resulted in creation of this series Validation of County action in determining recipient eligibility as required by Federal Regulation.											
11. DESCRIPTION OF SERIES - Include Form No. & Form Title, if any #This file includes, but is not limited to the following: 1. HEW Form SRS-APA-341 Quality Control Review Schedule 2. HEW Work Sheet for HEW Form SRS-APA - 341 Quality Control Review Schedule 3. State Dept. 160-C 4. State Dept. 160-AABD 5. State Dept. 160-C-1 6. State Dept. 160-AABD-1 7. Assignments to Reviewer 8. Special AFDC Sample 9. Federal Review 1968 10. District Report 11. Action Levels 12. Category book 13. Sample list 14. Listings to Research & Statistics											
12. EQUIPMENT OCCUPIED		No. of Drawers		Cu. Ft. of Records		ANNUAL RATE OF ACCUMULATION		No. of Drawers		Cu. Ft. of Records	
Letter-size File Drawers		7		10.5		FLOOR SPACE OCCUPIED (Square Feet)		In Office(s)		In Storage Area(s)	
Legal-size File Drawers						By Annual Accumulation		This Year's		Last Year's	
						AVERAGE DAILY REFERENCES		6250		5	
								3		3	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ []
14. Is there a duplication of this series in another office or agency? ☐ ☒
15. Is the information contained in this series ever summarized or published? ☐ ☒
16. Does the series contain classified information requiring security handling? ☒ ☐
17. Does the series document policies and procedures of agency's operation or function? ☒ ☐
18. Could the function be performed if the files were lost or destroyed? ☒ ☐
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ ☒
20. Does the record series provide data as input to an EDP file? ☒ ☐
21. Does the record series contain documentation produced as EDP printout? ☒ ☐
22. Is the series affected by Federal or grant funds? ☒ ☐
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ ☒

24. REQUIREMENTS. The following requires the files to be kept 3-5 years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☒ FEDERAL LAW e. ☐ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☐ CALENDAR YEAR ☒ FISCAL YEAR ☐ OTHER, then:

A. ☐ Destroy immediately after cut off.

B. ☒ Hold in current files area --- month(s)/ 1 year(s), then:

1 ☐ Destroy.

2 ☒ Transfer to records center; hold 4 year(s), then:

a ☒ Destroy.

b ☐ Transfer historical material to Archives; destroy remainder.

3 ☐ Destroy after audit (or --- year(s) after audit).

C. ☐ Hold in current files area indefinitely.

D. ☐ Hold in current files area --- year(s), then transfer to Archives permanently.

E. ☐ Other

(Indicate briefly rationale for recommendations above/or write additional remarks):

(ATTACH SAMPLES OF THE SERIES WHEN POSSIBLE)

26 Inventory taken by <u>Robert Down</u>	Recommendations prepared by <u>Robert Down</u>	Approved for Division Date <u>11/29/71</u> <u>Robert L. Friel by B. H. Hart</u>	Records Management Officer Date <u>B. H. Hart</u> <u>11-29-71</u>
Recommendations in Paragraph 25 are:	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Head of Agency <u>B. H. Hart</u>	Date <u>12-1-71</u>
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Director, Archives & History <u>Canell Hart</u>	Date <u>12-10-71</u>
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Secretary of State <u>Beun. Foster Jr.</u>	Date <u>12-13-71</u>
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Governor of Georgia <u>Jimmy Carter</u>	Date <u>12-13-71</u>